

RECURRING ENTRIES

Transaction FBD1:

The screenshot displays the SAP FBD1 transaction 'Enter Recurring Entry: Header Data'. The interface includes a menu bar at the top with options like Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu, there are tabs for 'G/L item fast entry' and 'Post with reference'. The main form area is divided into several sections: 'Company code' with the value 'ARK'; 'Recurring entry run' with fields for 'First run on' (10/01/02), 'Last run on' (09/30/03), 'Interval in months' (01), 'Run date', and 'Run schedule', along with checkboxes for 'Transfer amounts in local currency', 'Transfer tax amounts in local currency', and 'Copy texts' (checked); 'Document header information' with fields for 'Document type' (DR), 'Reference' (Monthly Rent), 'Currencyrate' (USD), 'Translation dte' (10/11/2002), 'Document header text' (Building, #303), and 'Trading part BA'; and 'First line item' with fields for 'Pstky' (01), 'Account' (600000025), 'G/L', and 'Trans.type'. The bottom of the screen shows a taskbar with various application icons and a system clock indicating 9:55 AM.

Enter:

Company code:

ARK

First run on:

Date to produce first invoice. Remember recurring entries will be run on the first of each month to include all dates within the month.

Last run on:

Last date invoice is to be produced.

Interval in months:

Most will be 01 to run monthly, however, other intervals can be selected.

Copy texts box:

Be sure to check for texts to be copied on each month's invoices.

Run Date:

Optional – You can select a day of the month for posting. If no date is specified here, it will post using the calendar day in the First run on field. In the example above, the run date would default to the 1st day of the month.

Document type:

DR

Reference:

Optional text field

Document header text:

Optional text field

Posting key:

01

Account:

Customer account number

Hit the enter key.

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Add Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 600000025 ADT HOLDING INC G/L acc 1130001000
 Company code ARK 3506 AIRPORT ROAD
 State of Arkansas JONESBORO

Item 1 / Invoice / 01

Amount 150.00 USD
 Tax amount
☐ Calculate tax Tax code **

Bus. area 0350
 Payt terms NT30 Days/percent 30 / /
 Bline date 10/11/2002 Disc. amount
 Disc. base Invoice ref. / /
 Pmnt block Pmnt method Pmnt meth.supl.
 Payment ref.
 Assignment
 Text Long text

Next line item

Pstky Account Sp.G/L

QAS (1) (610) sapqas INS

Start Inbo... SAP ... Docu... Trial ... Ente... 1 Re... SAP ... AR B... FBD1... Ente... 3:05 PM

Enter:

Amount: Amount of monthly billing
Bus. Area: Agency business area
Payment terms: Default from Master record – can be changed if desired
Bline date: Default to posting date - Baseline date from which to age the account – can be changed if necessary.

Click on the More data button:

NOTE: DO NOT ENTER TEXT ON THIS LINE. TEXT WILL BE ENTERED WITH THE CREDIT LINE (POSTING KEY 50).

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Correct Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 600000025 Park Sales Summary G/L acc 1130001000
 Company code ARK 123 Street
 State of Arkansas Little Rock

Item 1 / Invoice / 01 / Addit.details

Amount	150.00	USD	Amt.in loc.cur.	150.00	USD
CreditArea					
Part. bank			Reference key 1		
House bank			Reference key 2		
			Reference key 3		
			Reason code	354	
			Planning level	Plan. day	

Next line item

PstKey 50 Account 4044003000 G/L

SND (2) (800) sandbox INS

Start SAP L... Post ... G/L a... Docu... Enter... Cash ... Start ... FBD1...

10:35 AM

Enter:

Reference key 1, 2 and 3 are optional.

Reason Code: Enter the reason code for detailed reporting on receivables.

Posting key: 50

Account: Enter the GL account (revenue) to be charged

Hit the enter key.

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Correct G/L account item

More data Act assignmnt model... G/L item fast entry Tax amounts

G/L account 4044003000 Other Rent
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 150.00 USD
☐ W/o cash disc.
 Cost center 297000 Business area 0350
 Fund HUA2600 Order
 WBS element TP Fund
 Trading part BA
 Assignment
 Text Monthly Rent of Building #303, Room #450

More Long text

Next line item
 PstKey count Sp.G/L

SND (2) (800) sandbox INS

Start Inbo... SAP L... Post... G/L a... Docu... Enter... Cash ... Start ... Docu... 10:02 AM

Enter:

- Amount:** Amount of invoice (can also enter an * if the amount is the same)
- Cost center:** Enter cost center to be charged
- Business area:** Will default from Cost center when the enter key is hit.
- Fund:** The fund will default from the cost center when the enter key is hit (check for accuracy)
- Text:** Enter long text to be printed on the invoice, if desired. For more text, double click on the Long Text button and follow the same procedures as long text for regular FB70 entry.

For multiple line items on a single invoice, enter posting key 50 and the next GL account and repeat the above steps.

When completed, click on the Overview icon (if desired)

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Display Overview

Display currency Act assignmt model... G/L item fast entry Taxes

Document date	10/11/2002	Type	DR	Company code	ARK
Posting date	10/11/2002	Period	4	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	10/11/2002
Reference	MONTHLY RENT				
Doc.header text	Building, #303		Trading part.BA		

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001 01	0350	0600000025	Park Sales Summary	150.00	**
002 50	0350	4044003000	Other Rent	150.00-	

D 150.00 C 150.00 0.00 * 2 Line items

Other line item

PstKey count Sp.G/L Trans.type

SND (2) (800) sandbox INS

Start SAP L... Post ... G/L a... Docu... Enter... Cash ... Start ... Docu...

10:16 AM

Click on the Save disk.

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code **ARK**

Recurring entry run

First run on ☒

Last run on ☒

Interval in months

Run date

Run schedule

☐ Transfer amounts in local currency ☐ Copy texts

☐ Transfer tax amounts in local currency

Document header information

Document type ☒ Currency rate USD

Reference Translation dte 10/11/2002

Document header text

Trading part BA

First line item

PstKey Account Sp. G/L Trans. type

Document 9100000043 was stored in company code ARK

SND (2) (800) sandbox INS

Start SAP L... Post ... G/L a... Docu... Enter... Cash ... Start ... Docu...

10:17 AM

Note the document number displayed is a 10 digit number beginning with 91. This is not a posted document.

When recurring entries are run monthly, an invoice will be posted and FI document number assigned.

On the first of the month a notice will be transmitted that recurring entries for Accounts Receivable (AR) have been executed.

Use transaction ZINVC to print your invoices.

Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code: ARK

Accounting Clerk: to

User:

Business Area: 0350

Document Date: 10/01/02 to

Document Number: to

Customer Number: to

Printer: ascll

Form Name: ZZ_FARINVVCREDIT

☒ Print Preview

Invoice From: Arkansas State Building Services

Remmit To: Arkansas State Building Services

SND (2) (800) sandbox INS

Start Inbo... SAP L... Docu... Cust... Cash ... Start ... FBD1... SAP ... 1 Re... 12:29 PM

DELETE USER NAME

Enter:

Business Area: Your agency number
Document Date: Date recurring entries were executed
Printer: Printer number
Invoice From: Agency heading (select from drop down)
Remit to: Agency remit to address (select from drop down)

To make changes to a recurring document, go to transaction FBD2.

NOTE: Changes can only be made to text and/or reference fields. Accounting information cannot be changed. A new recurring entry must be created and the existing one deleted for changes in accounting information.

The screenshot shows the SAP 'Change Recurring Document: Initial Screen' window. The title bar includes 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. The menu bar contains 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. The toolbar includes icons for 'List', 'First item', 'Editing options', and other standard SAP functions. The main area is divided into two sections: 'Keys for Financial Accounting' and 'Document display using...'. The 'Keys for Financial Accounting' section contains fields for 'Document number' (9100000041), 'Company code' (ARK), and 'Fiscal year' (2003). The 'Document display using...' section contains a 'Reference no.' field. The status bar at the bottom shows 'DEV (2) (310)', 'sapdev', 'INS', and the time '8:29 AM'.

Keys for Financial Accounting	
Document number	9100000041
Company code	ARK
Fiscal year	2003

Document display using...	
Reference no.	

Enter the previously created document number (the 91* number). If you do not know the recurring document number, go to transaction F.15 to view the recurring document list.

Document Overview

Doc. type : DR (Customer invoice) Recurring entry document

Doc. number 9100000041 Company code ARK Fiscal year 2003
Doc. date 01/08/2003 Posting date 01/08/2003 Period 07
Ref. doc. TEST 01
Doc. currency USD
Doc. head. text Test of recurring entries

Item	PK	Account	Account short text	Assignment	BA	Cost ctr	Fund	Order	WBS element	Funds	Amount	Text
1	01	6000000008	David Duncan		0610						500.00	
2	50	4048005000	Equipment Rent		0610	383211	HSC6101				500.00-	Monthly Rental

DEV (2) (310) sapdev INS

Start | Inbox... | Alert ... | SAP L... | Custo... | Dunni... | ASC ... | Docu... | Docu... | 8:29 AM

Double click on either line item to change text information.

Document Edit Goto Extras Environment System Help **SAP**

Change Document: Line Item 002

More data + Next item + Previous item

G/L account Equipment Rent
Company code State of Arkansas
Doc. no.

Line Item 2 / Credit entry / 50
Amount USD
Tax code
Jurisdict. code

Additional account assignments
Cost center Business area
Fund Order
WBS element TP Fund
Trading part.BA [More](#)
Assignment
Text [Long text](#)

DEV (2) (310) sapdev INS

Start | Inbox... | Alert ... | SAP L... | Custo... | Dunni... | ASC ... | Chan... | Document1 - Microsoft Word | 8:30 AM

Fields that are NOT modifiable will be “grayed out”. To change header information, click on the top hat icon.

Document Edit Goto Extras Environment System Help **SAP**

Change Document: Line Item 002

More data + Next item + Previous item

G/L account 4048005000 Equipment Rent
Company code ARK State of Arkansas Doc. no. 9100000041

Line Item 2 / Cr Document Header: ARK Company Code

Amount			
Tax code	Document type	DR	Customer invoice
Jurisdic. code	Doc. header text	Test of recurring entries	
Additional acco	Lot no.		
Cost center	Reference	TEST 01	Document date 01/08/2003
Fund			Posting date 01/08/2003
WBS element	Currency	USD	Posting period 07 / 2003
Trading part.B/	Ref. procedure	BKPF	Accounting document
Assignment	Reference key	9100000041 ARK 2003	Log. System D6B310PCC
Text	Entered by	KDJ08E	Transaction FBD1
	Entry date	01/08/2003	Time of entry 08:28:08
	Changed on		Last update
	Parked by		
	Doc. status	D	Recurring entry document
	Card type		
	Card no.		

DEV (2) (310) sapdev INS

Start | Inbox... | Alert... | SAP L... | Custo... | Dunni... | ASC... | Chan... | Docu... | 8:31 AM

Information may be changed as desired. Click on the green check. Always be sure to save any changes.

You may also go to transaction FBD3 to display recurring documents or to transaction FBD4 to view any changes made to recurring documents.